



MOBILE EQUIPMENT SUPERINTENDENT 2

Department of Corrections and Rehabilitation

Departmental Open Examination
Examination Code: 2CE22
Final Filing Date: August 11, 2023

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

CLASSIFICATION DETAILS

Salary Range:

\$6,380.00-\$7,934.00 per month

View the [classification specification](#) for the Mobile Equipment Superintendent 2 classification.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** [Qualifications Assessment](#).

By mail to:

Department of Corrections and Rehabilitation
Talent Acquisition and Career Services
P.O. Box 942883
Sacramento, CA 94283-0001

Or in person at:

Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Talent Acquisition and Career Services, 101N

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the final filing date to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

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Qualifications Assessments for Mobile Equipment Superintendent 2 are available from the CDCR website at: [CDCR Career Opportunities](#) or in person at the street address listed above.

NOTE: Only applications with an original signature will be accepted.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact Talent Acquisition and Career Services at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

August 11, 2023, is the final filing date. Examination Applications **and** Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.

MINIMUM QUALIFICATIONS

Pattern 1

Experience: Two years of experience in the California state service performing duties equivalent in responsibility to those of a Mobile Equipment Superintendent I. **Or**

Pattern 2

Experience: Four years of experience in the construction or repair of automotive and heavy construction equipment, two years of which shall have been in the supervision of the work of at least six journey level mechanics or machinists engaged in constructing or repairing a general line of automotive or construction equipment. (Graduation from college with major work in mechanical engineering may be substituted for two years of the nonsupervisory experience.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

NOTE: Applications will be evaluated based on each candidate's experience and education compared to the class specification. It is especially important that each candidate take special care to accurately complete their application (e.g., list all experience relevant to the minimum qualifications shown on this announcement, include to and from dates employed, separate each position held, and explain in detail your work experience).

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

SPECIAL PERSONAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated person.

POSITION DESCRIPTION AND LOCATION(S)

This is the second supervisory level of the series. Under general direction, incumbents at this level have responsibility for a geographic area of the State to plan and direct shop operations to ensure that inspection and repair of equipment, purchasing, safety, training, records management, delegations of authority, and shop management procedures are being followed. Incumbents conduct audit of parts, supplies, and tools for use in maintaining equipment and vehicles; conduct evaluations on replacement of equipment and materials; evaluate equipment effectiveness and new features of equipment for inclusion in future specifications; formulate recommendations on repair or disposal of equipment and purchase of new equipment; coordinate and approve equipment purchases within delegated authority and other nondelegated responsibilities; assist in the design and adaptation of equipment; test equipment to determine its adaptability for State use; formulate recommendations on maintenance and construction equipment, repair procedures, and technical specifications for automotive and special equipment utilized by the agency; schedule repairs to facilitate maximum usage of equipment; act as liaison between the department and the Department of General Services, vendors, and other departments; oversee budgeting, establishment of rental rates, cost accounting, and purchase documents; conduct accident investigations and annual evaluations of all shops or on a statewide basis; develop and manage mobile equipment training programs; supervise and conduct technical training, safety, and other administrative functions; develop training programs for the operation and repair of specialized equipment; conduct studies to assess alternatives and improved methods; write reports and correspondence; and review pending legislation to determine the impact on mobile equipment operations.

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Positions exist statewide.

EXAMINATION PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Principles and practices of personnel management and supervision including budgeting, planning, and employee development and training.
2. Principles, practices, and operative characteristics for construction, operation, maintenance, use, and repair of motorized and nautical vehicles and other mechanical equipment used on heavy construction and maintenance work.
3. Approved methods, costs, tools, and equipment used for the repair and fabrication of the equipment used in the maintenance and construction.
4. Principles and methods of preventative maintenance.
5. Equipment requirements for maintenance and construction work.
6. Electronic data collection systems.
7. Safety regulations governing shop operation, including facility safety requirements, Hazardous Materials Communications Program, Respiratory Protection Policy, and other functions.
8. Responsibilities and procedures of State level policies.
9. Departmental goals and policies.
10. Methods of maintaining equipment records and perpetual inventory of supplies.
11. The department's Equal Employment Opportunity Program objectives.
12. A manager's role in the Equal Employment Opportunity Program and the processes available to meet these objectives.
13. Procedures and practices for management of vehicle and equipment fleets.

Ability to:

1. Read, Write in English and perform Mathematics at a level required for successful job performance.
2. Analyze situations accurately and take appropriate action.
3. Establish and maintain priorities.
4. Inspect equipment, locate defects, identify cause of excessive wear or mechanical problems with equipment, and determine feasibility of making repairs.
5. Develop cost estimates for repairing equipment.
6. Read, interpret, and work from plans, drawings, and specifications.
7. Design special equipment.
8. Prepare budget for procurement and/or maintenance of mobile equipment.
9. Monitor expenditures and operate within a budget.
10. Conduct investigations.
11. Keep necessary records and write reports.
12. Plan and conduct statewide training classes in equipment operation.
13. Prepare procedure manuals.
14. Plan, organize, and coordinate the work of others.
15. Use personal computers.
16. Gain and maintain confidence and cooperation of others.
17. Effectively contribute to the department's equal employment opportunity objectives.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Mobile Equipment Superintendent 2 is available on the CDCR website at: [CDCR Job Analysis](#).

Note: To ensure a fair and equitable opportunity for all competitors, CDCR does not authorize the gathering of informal study groups or the distribution of informal sample test questions to prepare for examinations. Additionally, pursuant to California Government Code Sections 19680 and 19681, candidates are not to obtain or discuss test questions and/or answers from current or prior examinations to prepare for upcoming examinations.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Mobile Equipment Superintendent 2 examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [CalCareer Website](#).

VETERANS' PREFERENCE/CAREER CREDITS

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

It is the candidate's responsibility to contact CDCR's Talent Acquisition and Career Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
TALENT ACQUISITION AND CAREER SERVICES
EXAMINATION SERVICES UNIT
1515 S STREET, ROOM 101N, SACRAMENTO, CA 95811
EMAIL: HRCustomerConnect@cdcr.ca.gov
PHONE: (916) 322-2545
Telecommunications Relay Service: 711

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